

SOLANO COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES PROCEDURES

STUDENT RECORDS RETENTION AND DESTRUCTION

Policy #5150

I. CLASSIFICATION OF RECORDS

- a) The Director of Admissions and Records or designee shall review documents and papers received or produced during the prior academic year and classify them as Class I-Permanent, Class II-Optional or Class III-Disposable.
- b) Whenever an original Class I-Permanent Record is microfilmed or optically scanned, the copy thus made is hereby classified as Class I-Permanent. The original record, unless classified as Class II-Optional, may be classified as Class III-Disposable, and may then be destroyed in accordance with this chapter if the following conditions have been met:

Class I-Permanent Records

The original of each of the records listed in this section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class I-Permanent Record and shall be retained indefinitely, unless microfilmed or optically scanned in accordance with subsection (e) of Section 59022.

The following annual reports:

Average daily attendance (FTES), including Period 1, Period 2 and Period 3 reports.

The following student records:

The records of enrollment and scholarship for each student. Such records of enrollment and scholarship may include but need not be limited to:

- A. Name of student.
- B. Date of birth.
- C. Place of birth.
- D. Name and address of a parent having custody or a guardian, if the student is a minor.
- E. Entering and leaving date for each academic year and for any summer session or other extra session.
- F. Subjects taken during each year, half year, summer session or quarter.
- G. If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.

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Class II-Optional Records

Any record worthy of further preservation but not classified as Class I-Permanent may be classified as Class II-Optional and shall then be retained until reclassified as Class III-Disposable.

Class III-Disposable Records

All records, other than Continuing Records, not classified as Class I-Permanent or Class II-Optional, shall be classified as Class III-Disposable, including, but not limited to, detail records relating to:

- a) Records Basic to Audit, including those relating to attendance, average daily attendance, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report.
- b) Periodic reports, such as daily, weekly and monthly reports, bulletins and instructions.

Retention Period

- a) Generally, a Class III-Disposable Record, unless otherwise specified in this chapter, should be destroyed during the third school year after the school year in which it originated (e.g., 1976-77 plus 3= 1979-80.)
- b) With respect to records basic to an audit, a Class III-Disposable Record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 58308 of this part, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.
- c) With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class III-Disposable.

Governing Board Review: January 18, 2012